

DATE: December 10, 2015

SUBJ: Advantages of Accessing Your W-2 in Self Service

Did you know?

Instead of waiting to receive your Form W-2 in the mail, you can access your W-2 as soon as it's available in Self Service in January.

What are the advantages?

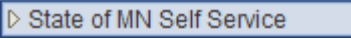
- You can get your W-2 before the W-2s are mailed.
- Your W-2 will not be delayed or lost in the mail.
- You can access W-2s for previous years.
- You can print W-2 forms and duplicates whenever you want.
- You can access your W-2 from any PC connected to the Internet – at work, at home or while traveling.
- You continue to have access to your W-2s after separating or retiring.

Am I eligible?

Yes. The following types of employees can access their W-2s in Self Service:

- Current employees.
- Former employees.
- Current or former employees who originally declined to give consent for receiving W-2s electronically—they can reconsider and give consent.

What do I need to do?

- If you've already consented to receive your W-2 electronically, you don't need to do anything.
- If you want to get your W-2 in Self Service, access Self Service and consent to receive your W-2 electronically by following the steps below. This can be done at any time.
 1. Sign into Self Service, www.state.mn.us/employee, using the same user ID and password that you use to access your paystub.
 2. Select State of MN Self Service .
 3. On the State of MN Self Service page, select **Other Payroll**.
 4. On the Other Payroll page, select **W-2 Information**.
 5. On the W-2 Information page, select **View W-2 Forms**.
 6. A pop-up box will appear allowing you to consent to receive the W-2 form electronically.

Once you give consent, you can access W-2s for previous years immediately and for 2015 as soon as it is available. If consent is given before W-2s are printed by the state, a W-2 will not be mailed.

Questions?

Contact your Human Resources or Payroll office. You can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.